

SEP 28 2021

SPECIAL ORDINANCE NO. 24, 2021

CITY CLERK

AN ORDINANCE SETTING THE MAXIMUM SALARIES OF ALL EMPLOYEES OF THE CITY OF TERRE HAUTE, INDIANA, EXCEPTING SOME MEMBERS OF THE TERRE HAUTE FIRE DEPARTMENT, THE TERRE HAUTE POLICE DEPARTMENT, THE TERRE HAUTE STREET DEPARTMENT, THE TERRE HAUTE CEMETERY DEPARTMENT, THE TERRE HAUTE WASTEWATER UTILITY, THE TERRE HAUTE TRANSPORTATION UTILITY, THE TERRE HAUTE PARK AND RECREATION DEPARTMENT, AND EXCLUDING ELECTED OFFICIALS AND IN SOME INSTANCES ESTABLISHING CERTAIN BENEFITS FOR THE ABOVE MENTIONED INCLUDED EMPLOYEES, EFFECTIVE JANUARY 1, 2022.

BE IT ORDAINED by the Common Council of the City of Terre Haute:

SECTION 1. Commencing January 1, 2022, the following salary schedule, not to exceed the amounts listed, shall be in full force and effect for the designated Municipal Employees of the City of Terre Haute by Department, as follows:

DEPARTMENT/POSITION	AMOUNT
MAYOR'S OFFICE:	
Administrative Assistants	2 @ \$ 39,131 \$ 78,262
CONTROLLER'S OFFICE:	
Controller	\$ 80,798
Deputy Controller	\$ 65,137
Senior Financial Analyst	\$ 59,884
Payroll Manager	\$ 42,255
Financial Analyst	\$ 41,902
Accounts Payable Specialist	\$ 41,902
HUMAN RELATIONS	
Human Relations Director	\$ 51,925
CITY CLERK'S OFFICE:	
Chief Deputy Clerk	\$ 47,039
Deputy Clerk	6 @ \$37,195 \$238,515
Deputy Clerk (1)	\$ 18,598
(½ salary paid from City Clerk GF / ½ from City Clerk N/R)	
CITY CLERK'S N/R:	
Deputy Clerk (1)	\$ 18,597
(½ salary paid from City Clerk GF / ½ from City Clerk N/R)	

CITY JUDGE'S OFFICE:

Court Reporter	\$ 37,195
Bailiff	\$ 37,195
Court Clerk	\$ 34,902
Temp. Salaries/Pro Tempore	\$ 1,100

LEGAL OFFICE:

City Attorney	\$ 67,524
Paralegal	\$ 59,419
Human Resources Director	\$ 59,157
Human Resources / Benefits Administrator	\$ 55,754
Administrator	\$ 48,221

CITY HALL MAINTENANCE:

Facilities Manager	\$ 57,716
Maintenance	\$ 33,805
Part-Time Maintenance	\$ 20,000

ENGINEERING DEPARTMENT:

City Engineer	\$ 89,043
Assistant City Engineer	\$ 78,990
Lead Inspector	\$ 54,088
Urban Forester	\$ 56,000
Electrical Inspector	\$ 28,135
Housing Inspector	2 @ \$ 40,564
Office Manager	\$ 38,488
Project Coordinator	\$ 52,396
Staff Engineer Level I	\$ 58,834
Director of Geographic Information Systems (GIS)	\$ 64,227
Staff Engineer Level III	\$ 66,848

ENGINEERING NON-REVERTING:

Director of Inspection	\$ 64,227
Transportation Infrastructure Manager	\$ 42,809
Engineering Aide Level III	3 @ \$ 40,563

STREET DEPARTMENT – SIGNAL DIVISION:

Traffic Signal Division Supervisor	\$ 55,776
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STREET DEPARTMENT – MVH:

Transportation Director	\$ 71,235
Administrative Assistant	\$ 38,480

FIRE DEPARTMENT - CIVILIANS:

Secretary	2 @ \$35,494	\$ 70,988
Fire Merit Board Secretary		\$ 4,686
Fire Merit Board Commissioners	4 @ \$3,186	\$ 12,744

FIRE PENSION:

Secretary		\$ 8,000
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FIRE DEPARTMENT - EMS FUND:

Lead Mechanic		\$ 58,938
Mechanic		\$ 52,427
Billing Clerk		\$ 35,494
Quartermaster		\$ 52,427

POLICE DEPARTMENT - CIVILIANS:

Merit Commissioners	3 @ \$3,000	\$ 9,000
Environmental Protection Director		\$ 40,526
Environmental Protection Officer	6 @ \$37,146	\$222,876
Clerk/Typist		\$ 35,459
Seasonal Maintenance (Part-time)	not to exceed @ \$12/hr.	\$ 51,000

PUBLIC SAFETY LIT:

Crossing Guards		\$ 81,000
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POLICE PENSION:

Secretary		\$ 8,000
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BOARD OF PUBLIC WORKS & SAFETY:

Board Members	5 @ \$2,400	\$ 12,000
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INFORMATION TECHNOLOGY DEPARTMENT:

IT Director/CIO		\$ 74,806
Senior Network/Systems Admin		\$ 70,960
Project Manager/Analyst		\$ 53,509
Technical Support Specialist	2 @ \$ 45,636	\$ 91,272
Network/Systems Administrator		\$ 53,356
Citizen Engagement Coordinator		\$ 43,095
Intern		\$ 5,100

BOARD OF ZONING APPEALS:

Secretary		\$ 2,400
Board Members	4 @ \$750	\$ 3,000

TRANSPORTATION UTILITY:

Transportation Director		\$ 51,925
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Assistant Manager		\$ 42,255
Office Manager		\$ 38,872
Bookkeeper		\$ 37,183
ADA Specialist		\$ 33,804
Custodian		\$ 33,804
Part Time Custodian	1 @ \$10.20 per hour	\$ 18,581
Night Dispatcher	2 @ \$11.20 per hour	\$ 31,620

WASTEWATER UTILITY:

Wastewater Utility Director		\$ 82,447
Operations Supervisor		\$ 60,848
Pretreatment Supervisor		\$ 60,848
Plant Supervisor		\$ 71,698
Supervisor – Sewage Billing Collections		\$ 55,144
Lab Technicians	3 @ \$25.08/hr; 1 @ \$26.00/hr.	\$184,257
Pretreatment Assistant		\$ 48,244
Office Manager		\$ 37,941
Clerk Level I		\$ 33,804
Clerk Level II		\$ 35,441
Project Analyst		\$ 49,518
Safety Coordinator		\$ 45,900
Assistant Financial Analyst	4 @ \$38,873	\$155,492
Seasonal Maintenance (part-time)	not to exceed \$14.56/hr.	\$ 26,000
Sanitary Board Commissioners	5 @ \$4,800	\$ 24,000

CEMETERY DEPARTMENT:

Supervisor		\$ 51,925
Foreman		\$ 38,678
Office Manager		\$ 38,101
Board of Cemetery Regents	4 @ \$500	\$ 2,000
Seasonal Hourly Employees not to exceed \$15.30/hr.		

PARK & RECREATION DEPARTMENT:

Superintendent		\$ 79,096
Maintenance Director		\$ 57,395
Assistant Director of Maintenance		\$ 46,226
Golf Course Superintendent		\$ 73,151
Director of Recreation		\$ 45,638
Hulman Links Golf Pro		\$ 45,016
Office Manager		\$ 43,753
Assistant to the Pro/Rea Park		\$ 42,260
Assistant Director of Recreation		\$ 42,254
Curator, Native American Museum		\$ 37,183
Naturalist		\$ 37,183
Accounts Payable Clerk		\$ 35,494

Assistant Superintendent – Hulman Links	\$ 35,494
Secretary	\$ 33,804
Torner Community Center Secretary	\$ 33,804
19 th Hole Manager	\$ 32,113
Board Members	4 @ \$900 \$ 3,600
Seasonal and Temp. Maintenance & Parks Programs Employees not to exceed \$15.30/hr.	

SECTION 2. Commencing January 1, 2022, the City of Terre Haute will provide to each full time, permanent employee whose salary is established by this ordinance, and his or her eligible dependants, health and hospitalization insurance coverage through December 31, 2022. The City will pay seventy percent (70%) of the actual monthly premium.

The payment of the sums contemplated herein to be paid by the employee shall be by means of payroll deduction, through the Office of the City Controller of the City of Terre Haute, as insurance premiums are presently deducted in such office.

SECTION 3. Commencing January 1, 2022, the City of Terre Haute will provide to each department head and full time, permanent employee whose salary is established by this ordinance dental insurance coverage through December 31, 2022. The City will pay seventy percent (70%) of the actual monthly premium.

SECTION 4. The salaries of all municipal employees of the City of Terre Haute shall be fixed on an annual basis, weekly basis, or an hourly basis, as established in this Ordinance, but the salaries shall be paid bi-weekly in a manner determined by the Board of Public Works and Safety.

SECTION 5.

(A) VACATION DAYS

The following schedule for earning vacation time shall apply to all City employees covered by the City Hall Employees Salary Ordinance:

With less than five (5) years continuous employment with the City, an employee shall earn ten (10) days, earned at the rate of 1/12 per month or fractional part thereof from the first day of employment.

Beginning January 1 in the year during which the employee will attain five (5) years of continuous employment with the City, an employee shall earn fifteen (15) days, earned at the rate of 1/12 per month or fractional part thereof.

Beginning January 1 in the year during which the employee will attain fifteen (15) years of continuous employment with the City, an employee shall earn twenty (20) days, earned at the rate of 1/12 per month or fractional part thereof.

Beginning on the first date of employment, department heads shall earn fifteen (15) days, earned at the rate of 1/12 per month of fractional part thereof, and shall not earn additional days until January 1 of the year in which the department head shall attain fifteen (15) years of continuous employment as a department head, as set forth for all employees.

An employee may accumulate a maximum of thirty (30) vacation/personal days. At no time shall an employee's combined total of accrued vacation and personal time exceed thirty (30) days.

Upon termination, the administration shall calculate the number of days earned in the calendar year of the termination and the number of days taken during the calendar year of the termination; shall calculate any accumulated days; and shall adjust the employee's final wages accordingly.

(B) PERSONAL DAYS

Municipal employees of the City of Terre Haute covered by the City Hall employees Salary Ordinance shall earn four (4) paid personal leave days per year, earned at the rate of one (1) personal day per quarter.

(C) SICK DAYS

Municipal employees of the City of Terre Haute covered by the City Hall Employees Salary Ordinance shall earn eight (8) sick days per year earned at the rate of 1/12 per month or fractional part thereof from the first day of employment. Employees may accumulate a maximum of forty-five (45) sick days which shall carry over from year to year. Upon termination, unused sick days are lost.

Sick leave may be taken as required by illness or injury. In the event an employee is absent in excess of three (3) consecutive scheduled working days for any medical reason, the employee must furnish notification from his/her physician to his/her department head as proof of illness and as a release to return to work.

(D) HOLIDAYS

The following holidays shall be recognized as paid holidays:

New Year's Day	January 3, 2022
Martin Luther King Jr.	January 17, 2022
President's Day	February 21, 2022
Good Friday	April 15, 2022
Primary Election Day	May 3, 2022
Memorial Day	May 30, 2022
Juneteenth	June 20, 2022
Independence Day	July 4, 2022

Labor Day	September 5, 2022
Columbus Day	October 10, 2022
General Election Day	November 8, 2022
Veteran's Day	November 11, 2022
Thanksgiving	November 24, 2022
Day after Thanksgiving	November 25, 2022
Christmas Holiday	December 23-26, 2022

SECTION 6. Commencing January 1, 2022, the City of Terre Haute will provide to each benefit eligible employee, whose salary is established by this ordinance, Twenty-Five Thousand Dollars (\$25,000.00) of life insurance coverage through December 31, 2022. The City will pay one hundred percent (100%) of the costs of such coverage.

SECTION 7. Pay in addition to salaries or overtime pay may be paid to City employees for work which is extraordinary because of an emergency situation or because of the requirement of time in excess of that ordinarily contemplated in the job classification. Said pay must be requested by the Department Head of said employee or employees or the Mayor and approved by the Board of Public Works and Safety.

SECTION 8. This Ordinance shall be in full force and effect from and after its passage and shall be effective as in the salaries provided on and for January 1, 2022.

Introduced by: Cheryl Loudermilk Cheryl Loudermilk, Councilperson

Passed in open Council this 14TH day of OCTOBER, 2021.

O. Earl Elliott O. Earl Elliott, President

ATTEST: Michelle L. Edwards Michelle L. Edwards, City Clerk

Presented by me to the Mayor this 15TH day of OCTOBER, 2021.

Michelle L. Edwards Michelle L. Edwards,
City Clerk

Approved by me, the Mayor, this 15TH day of OCTOBER, 2021.

Duke A. Bennett Duke A. Bennett, Mayor

ATTEST Michelle L. Edwards Michelle L. Edwards, City Clerk